

GRANT WRITER*Class Definition*

Under general direction, identifies sources of, writes applications for, acquires, and administers, grants; oversees personnel assigned to grant administration; and performs related work as required.

Distinguishing Characteristics

Grant Writer is a single class assigned to City departments eligible to apply for and accept federal, state and local grant monies to be used by departments in providing services to and for the citizens of Fresno. Incumbents exercise considerable independent judgement in the administration of federal, state and local funding opportunities. This is an unclassified position in which the incumbent serves at the will of the department director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Identifies potential sources of funding from federal, state and local sources.

Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching demographic and statistical data necessary for the applications.

Maintains records for grants and other funding sources for compliance with applicable regulations and policies, including quarterly financial reports.

Handles public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's funding efforts.

Develops and implements contracts to receive funds for department activities or to provide funds to private organizations to perform grant-related activities.

Assists with the department's annual budget preparation relative to grants.

Contacts and appears before state and local elected officials to obtain support for various proposals, projects, or legislative actions; prepares reports and appears before City Council for application approval and/or expenditure authority.

Performs varied duties and special projects at the discretion of the department director.

May participate in the overall economic development activities of the City of Fresno, including participating in

presentations to Fresno businesses.

Manages and/or provides oversight to personnel from other departments in pursuing funding opportunities.

May serve as liaison between the Council of Fresno County Governments (COG) and the City of Fresno regarding transportation related funding opportunities and various issues related thereto.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of basic budgetary principles and operations at the local government level.

Basic knowledge of federal, state and local sources of grants.

Knowledge of statistical methods, research techniques and applications.

Ability to locate federal, state and local sources of funding.

Ability to understand the principles and practices of public funding, as well as, management techniques and procedures.

Ability to initiate and analyze financial data in conjunction with grant management.

Ability to interpret and apply complex regulations, legislation and guidelines.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to express ideas and recommendations effectively in oral and written form.

Minimum Qualifications

Two years of full-time paid experience in writing and administering local, state and/or federal grants.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____